



City of Arts & Innovation

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City of Riverside Administrative Manual

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Approved:

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Department

City Manager

SUBJECT:

Floor Plan Modifications, Furniture Relocations, or Installation of New Furniture

PURPOSE:

To establish the proper procedure for making arrangements to modify a department floor plan and/or relocate an existing plan or install new office furniture.

POLICY:

The General Services Department is responsible for coordinating floor plan modifications and furniture relocations and new installations in City Hall and other outlying facilities. The work involved includes planning and scheduling of labor, electrical work, telephone/data changes, relocation or installation of office equipment and furniture, and other similar tasks.

Some steps in the procedures outlined below may be modified or omitted based on the complexity of the relocation project.

PROCEDURE:

Responsibility	Action
Requesting Department	1. Submits request in writing with sufficient detailed information to General Services Director for approval.
General Services Director	2. Assigns Building Services Project Manager to work with requesting department in designing the floor plan, ordering new furniture (if needed), estimating furniture relocation costs, evaluating impact to Information Systems, and reviews with requesting Department Head. 3. Upon approval, refers request to Building Services Maintenance Supervisor who will coordinate with the Building Services Project Manager and the requesting department.
Department Head	4. Appoints person to act as liaison with Building Services Project Manager, Building Services Maintenance Supervisor, and furniture supplier (if needed).

PROCEDURE:

Responsibility	Action
Department Liaison	5. Submits Telephone/Data Change Request Form and floor plan identifying intended department telephone/data changes to Information Technology and Building Services Maintenance Supervisor for an estimate of costs at least three weeks in advance. However, a minimum of eight weeks notice is recommended for large office moves or relocations.
Building Services Maintenance Supervisor	6. Develops a cable pulling plan with the department liaison and Information Technology, determines the necessary costs and identifies account number(s) to cover project costs, if applicable. Provides a copy of the plan to Building Services Project Manager when complete.
Department Liaison	7. Develops an alternative work plan for displaced office staff in coordination with the Building Services Project Manager if staff is required to be temporarily relocated.
Department Head	8. Approves final floor plan and alternate work plan for displaced office staff and provides Building Services Project Manager with account number(s) to which project costs should be charged, if applicable.
Building Services Project Manager	9. Meets with department liaison to develop a checklist for furniture location(s) and to synchronize timing of move with Information Technology staff.
	10. Provides department liaison, Building Services Maintenance Supervisor and Information Technology staff with tentative work schedule/timeline.
	11. Coordinates final work schedule with Building Services Maintenance Supervisor, Information Technology staff and department liaison.
Department Liaison	12. Orders packing boxes from Central Stores. Securely tapes bottom of boxes and label them appropriately. (For desk unit relocations, all items must be boxed, including items in the drawers; contents in lateral files must be boxed; drawer files can be moved without removing contents.) Coordinates removal of old furniture and boxes with Building Services Maintenance Supervisor.
Building Services Maintenance Supervisor or Project Manager, as appropriate	13. Conducts necessary work as approved.
	14. Schedules walk-through with Department Liaison and develops punch list for project acceptance.
	15. Completes work identified on punch list.
	16. Final walk-through is held with Department Liaison and approval of project is obtained.

Distribution: Regular